

TIPS AND TRICKS

E-mail



To move an e-mail to a folder: click and drag email to the appropriate folder.

To delete several e-mails in a row: Click on first e-mail. Go to the end of the list you want to delete. Click and press Shift/click. All e-mails in between will be deleted.

To delete scattered e-mails: Ctrl/click each e-mail. Then press Delete.

To edit an e-mail: Press Message/Edit as New. It will let you edit the e-mail.

To add an e-mail address to your address book from an e-mail sent to you: Double click the e-mail address in the message. It will bring up your address book screen. Click OK.

To make a new folder: Press File/New Folder. Give the folder a name and click OK.

To search e-mail messages by subject, sender, or date: Click one time on the gray bar (at the top of the e-mail list) on the appropriate column (sender, subject, or date). It is currently sorted by date. This will put all items in alphabetical order. When done, click the gray Date Bar" two times to return the screen to sort by date, current e-mails first.

To read your e-mail from home: in the address window, type in <https://mail.nos.noaa.gov>
Note: Be sure to include the s in https

To create, in the body of an e-mail, a link to a persons e-mail address: In the body of the e-mail, highlight the e-mail address of the person. Press Insert. Then press Link. In the "Link to Page Location or Local File" window, type: [mail to: and the e-mail name of the person you want to link to.](#) Then, press OK. Note: you will see that the persons e-mail name in the body of the e-mail has turned blue and underlined.



